



Pretoria, 11.03.2020

VISA REQUIREMENTS FOR A BUSINESS VISA

The visa application must be submitted to the competent office. Please find the relevant information on the link “Where to apply”: <https://www.eda.admin.ch/countries/south-africa/en/home/visa/entry-ch/up-90-days/where-to-apply-schengen.html>

Please note that the Embassy of Switzerland in South Africa works only with the Company VFS Global (<http://www.vfsglobal.ch/Switzerland/Southafrica/>) for submitting a visa request for Switzerland. Be aware that this representation **does not** cooperate with any agents or other agencies providing their services outside this Embassy or the premises of VFS Global regarding visa applications.

The processing time for a Visa application is 15 consecutive days according to the Schengen Visa Codex; this delay can in general not be accelerated.

Applications can only be processed if all required documents have been submitted.

Visa applications may be submitted up to 6 months prior to departure and must be submitted at least 15 days before departure.

- ☐ 1 Schengen visa application form duly filled in by computer, dated and signed.
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>
- ☐ 2 passport-size colour photographs, not older than 6 months (background has to be light and plain). For more details, please refer to: http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf
- ☐ Valid national passport, with at least 3 months validity after the scheduled return from the Schengen States and with at least 2 blank pages.
- ☐ Round trip flight reservation or detailed travel itinerary with name, dates and flight numbers specifying the dates of entry and exit from the territory of the Member States. If applicable: proof of Inter-Schengen travel (car rental/flights/train and/or bus tickets).
Important: Do not buy the actual flight ticket before the visa has been issued.
- ☐ Overseas medical travel insurance for Schengen States/Europe stating the following:
 - Minimum coverage of EUR 30'000
 - Medical treatments and repatriation included
 - Certificate of Insurance valid for the entire duration of the intended stay
 - Policy must state policy number, name of ensured applicant, covered dates as well as scheduled benefits (please allow for extra days for the embassy to be more flexible with the duration of the visa).Important: Conditions must be stated either on insurance document or on separate visa letter. No medical insurances connected to credit cards will be accepted.
- ☐ Invitation letter from the inviting company/organisation in Switzerland.
The invitation must be signed by an authorized person according to the Swiss registry of commerce. It should contain the following information:
 - Name, first name and date of birth of the person
 - passport no. of every person who is invited and their position
 - purpose of visit
 - length of stay with entry and departure dates
 - who will cover the expenses for travelling and accommodation**In case a longer validity multiple entries visa is requested, it has to be explicitly requested by both companies in Switzerland and South Africa, mentioning the frequency of the foreseen meetings. Kindly note that the final decision lies however with the Swiss representation.**
- ☐ Recent original and signed letter of employment from the employer in the country of residence addressed to the Swiss Embassy stating: the monthly wages, purpose and duration of the trip to Switzerland and the continuing employment after the period of leave with the specific date of returning to work. No contracts will be accepted.

Please turn the page

- ☐ Self-employed: a certification from SA Companies and Intellectual Property Commission or SA Revenue Service.
- ☐ Scholar/Student: letter from school/college/university in South Africa certifying the student status of the applicant.
- ☐ Medical Doctors: valid licence to practice from HPSCA.
- ☐ Lawyers: proof of registration with Law Association.
- ☐ Unemployed/Retired: proof of residence required (utility bill/rental agreement/signed letter from property owner with ID copy).
- ☐ For participants of conferences/exhibitions/sports events: proof of registration and payment.
- ☐ For official visits: a Note Verbal from the Department of International Relations and Cooperation or any other relevant South African Ministerial Department.
- ☐ Proof of confirmed accommodation for the duration of the intended stay.
Important: a cancelled booking may lead to refusal of visa. In case of any amendments of hotel reservation please inform the Embassy **immediately**.
- ☐ If neither company explicitly state that they cover all the expenses of the applicant, current 3 months bank statement of private bank account (savings or cheque) or current 3 months bank statement of business (only applicable if Self-employed) bearing original bank stamp and applicants details. Sufficient funds (approx. CHF 100.00 per day for Adults and approx. CHF 30.00 for students) will be required. Neither cash nor credit card statements will be accepted.
- ☐ Photocopies of all previous Schengen Visa(s) – even if in old passports.
- ☐ Photocopy of the passport page containing the personal data.
- ☐ Non-South African nationals: South African residence permit or temporary residence permit valid at least 3 months beyond the planned stay in the territory of the Member States.
- ☐ If your main travel destination is not a Schengen country, the visa of that country has to be in your passport before you apply for the Schengen visa.
- ☐ Visa fee.
<https://www.eda.admin.ch/countries/south-africa/en/home/visa/entry-ch/up-90-days/fees-schengen.html>

INFORMATION FOR THE APPLICANT

- The processing time for a visa application takes 15 days according to the Schengen Visa Codex; this delay can in general not be accelerated.
- All documents must be submitted in a Swiss official language (German, French, Italian) or English.
- Only complete applications can be accepted.
- The Embassy reserves the right to ask for additional documents and/or information.
- During the processing period the passport has to remain with the Swiss representation.
- False or falsified documents will lead to refusal of visa and/or further consequences (in case of any amendments of hotel reservation please inform the Embassy **immediately**)

REMARKS VFS GLOBAL

- Applicant requests a visa with extended validity ☐
- Applicant travels alone ☐ with family members ☐ with a group ☐
- Applicant has been advised that his documents are incomplete ☐
- Applicant has been advised that the application was submitted less than 15 days before departure ☐

Additional comments:

For the applicant: I have read and agreed to the terms and conditions

Place & Date: _____

Signature Applicant: _____

Signature VFS GLOBAL Agent: _____